

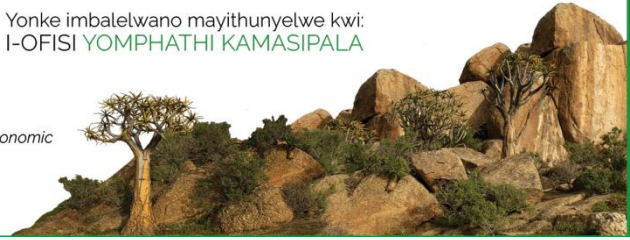


Nama Khoi Local Municipality

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VISION: Building tomorrow, today.
 MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA



EXTERNAL

VACANCY	MANAGER : ADMINISTRATION
Ref. Nr	HR 27/2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

Post Title	Salary	Organogram	Location	Term
Manager: Administrator x1	T14(R41 312.54- R53 626.14) Motor vehicle allowance is being considered	Corporate	Nama Khoi Jurisdiction (Springbok)	Permanent

Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> • Qualification :Admin Diploma -NQF Level 6 Code B Drivers License. Computer Literacy: MS Office • Experience: 5 Years or more relevant experience of which 2 years must be at supervisory level. • SKILLS : Computer Literacy – Office Applications • Knowledge and Scope of work: Specialized knowledge of admin processes and procedures. Supervises more junior clerical staff and knowledge of Archive Act. 	<ul style="list-style-type: none"> • Administration forward planning • Productivity/Performance and Personnel management • Secretarial /Committee service • Property & Facilities management • Customer Relations • Financial control and risk management • Relationship management and communication • Correspondence, Records and documentation management

The competency level for this position is a level 4 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
Planning Organizational Awareness Attention to detail	<ul style="list-style-type: none"> • Design • Project Management • Construction • Operations and Maintenance 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action orientation • Perseverance • Readiness for change • Cognitive ability • Learning Orientation • Accountability and Ethical conduct 	<ul style="list-style-type: none"> • Impact and Influence • Team orientation • Direction setting • Coaching and Mentoring

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za].